

0 2 AUG 1996

Appendix I

FORMAT FOR REQUESTING ACQUISITION INTERNS

From: (Management official making the request)
To: Director, Acquisition Career Management
Office of the Assistant Secretary of the Navy
(Research, Development and Acquisition)
2211 South Clark Place
Arlington, VA 22244-5104
Via: (As determined by command)
Subj: FY-19XX REQUEST FOR ACQUISITION INTERN BILLETS
Encl: (1) Intern billet request rationale

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Please hire acquisition interns and place them in this command during FY-19XX. The following is our prioritized ranking and composition of billets requested, with supporting rationale provided as enclosure (1). Upon notice of allocation, this command shall establish and record a plan of execution and request any revisions to the allocation.

Signature of requesting official and title

Appendix I to
Enclosure (1)

31 MAY 1995

General Guidance

For each billet requested, provide:

1. Job series, career field, and grade;
2. Absolute numerical ranking of billet as prioritized against all other billets requested;
3. Commitment of a target billet upon graduation listed in terms of a future activity, branch, division, job title, etc.;
4. Historic and projected (retirement eligible) attrition rate for that career field in that command; and
5. Narrative rationale for the billet, such as changes to the command's roles and business base affecting that career field.